



KING COUNTY
AIRPORT OPERATIONS DUTY OFFICER
(PROJECT/PROGRAM MANAGER III)
DEPARTMENT OF TRANSPORTATION/AIRPORT DIVISION
Salary Range \$59,164 - \$74,995
Job Announcement No.: 04MD4207
OPEN: 4/26/04 CLOSE: Open Until Filled

WHO MAY APPLY: This position is open to King County career service employees, King County regular exempt employees, King County probationary employees who have achieved career service status in a previous position, and the general public. First consideration will be given to career service.

WHERE TO APPLY: Required forms and materials **must** be sent to: Melinda Dickie, 201 S. Jackson Street, MS KSC-TR-0313, Seattle, WA 98104. Contact Melinda Dickie at 296-6509 for further inquiries.

FORMS AND MATERIALS REQUIRED: (a) A [King County Application form](#) (b) resume and cover letter that details your background and how it relates to the primary job functions of the position; and (c) minimum of three (3) references going back of current and former supervisors.

WORK LOCATION: King County International Airport/Boeing Field, 7233 Perimeter Road, Seattle, WA 98108.

WORK SCHEDULE: This position is exempt from the provisions of the Fair Labor Standards Act, and is not overtime eligible. This is a 40 hour week position and the days and hours vary. Weekend and shift work will be required.

PRIMARY JOB FUNCTIONS: To oversee operations of the airfield and airport facilities; ensuring that the airport operates safely, efficiently, and in compliance with FAA FAR Part 139 and with all local, state, and other federal regulations. During outside business hours of operation, may be designated to be the primary point of contact for information regarding safety, security, compliance, construction and interactions with airlines, passengers and tenants. Required to be in and exposed to aircraft noise, weather and construction site hazards. Will be assigned to a rotating shift based on a 24-hour, 7-day operating environment. Work schedule will change based on staffing, work assignments and operation requirements. Required to carry a pager and cellular telephone and must have the ability to respond to all emergencies. Will report to the Airport Operations & Compliance Manager. Specific duties and responsibilities include:

- Ensure FAR Part 139 compliance.
- Maintain the Airport Certification Manual and Airport Emergency Plan.
- Conduct airfield and airport facility inspections and records discrepancies and arranges for immediate corrective action when warranted.
- Respond to weather events and airport emergencies such as an accident, bomb threat or fuel spill; coordinates and participates in emergency exercise drills and tabletops.

- Implement various airport programs including enforcement action.
- Responsible for the functional aspects of the access control system and monitors system and related procedures for compliance.
- Assist Property Management and Maintenance with managing the operational aspects of aircraft tie downs, hangars and other leaseholds to include contracts, keys and waiting list.
- Perform lease management functions such as compliance and enforcement.
- Oversee implementation of construction management related to airfield projects and monitors construction site(s) for FAR Part 139 compliance, safety and security.
- Represent the Airport and Senior Management in matters involving airport operations. Acts as the Senior Management representative during emergencies until relieved by a member of the Airport line of succession.
- Keep Senior Management apprised of situations and conditions impacting the normal operation of the airport.
- Monitor weather conditions as required for conformance/compatibility with planned construction activities involving airfield facility closures.
- Advise Senior Management and Maintenance of anticipated inclement weather conditions including severe storms, snow and icing conditions.
- Respond to questions or inquiries regarding airport operations from the public, tenants, airlines and governmental regulatory agencies.
- Responsible for FAR Part 77 compliance including aeronautical studies and FAA Form 7460 submission and tracking.
- Record information relating to aircraft charter, air taxi and other commercial activities and schedules.
- Generate and maintains airport operational data.
- Coordinate and assist in the conduct of special events such as fly-ins, airport tours, air shows and VIP visits.
- Manage the lost and found property room.
- Participate directly in all emergency operation center (EOC) and snow desk activations, many of which require periods of extended hours of staffing.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

- Post-secondary degree from an accredited college or university with major coursework in aviation management, airport operation and security or safety. A minimum of five (5) years of a demonstrated level of airport industry experience in progressively more responsible positions may be used to substitute the required post-secondary degree.
- Minimum two (2) years experience working in airport operations at a FAR Part 139 certificated airport.
- Advanced level knowledge of FAA FAR Part 139, TSA 1500-series regulations and Advisory Circulars pertaining to airport operations, safety, airfield inspections, NOTAMs, airport design and emergency response.
- Knowledge of airport industry standards and principles of security and access control systems.
- Ability to perform in stressful situations and aviation-related emergencies in a professional manner.

- Ability to drive and communicate in an airport environment under positive control of the Air Traffic Control Tower.
- Ability to provide clear, concise instruction and procedures under situations of duress.
- Ability to effectively communicate orally and in writing.
- Demonstrate effective interpersonal relations and ability to work closely with others.
- Ability to effectively participate in cross-functional team settings, appropriately respond to changing priorities and performs multiple tasks simultaneously.
- Demonstrate leadership and ability to work independently.
- Ability to effectively communicate using appropriate aviation phraseology and protocols.
- Demonstrated sound situational awareness in a variety of conditions.
- Experience developing, implementing and/or operating airport security and access control system.
- Ability to work effectively with others within the airport organization as well as tenants, federal regulatory and operational authorities.
- Ability to work independently or in a team environment.
- Ability to have predictable and reliable attendance.

DESIRED QUALIFICATION:

- Private pilot license
- One-year experience working at a non-hub or medium hub airport.

NECESSARY SPECIAL REQUIREMENTS:

- Possession of a valid Washington State driver's license within thirty (30) days of hire.
- Candidate must obtain First Aid, CPR, and airfield driver's certifications within 3 months after start of employment.

CLASS CODE: 8244